

COMMAND
OR SERVICE
SEAL

**(COMMAND OFFICIAL LETTERHEAD)**  
**SERVICE TITLE**  
**Command Name**  
**First Line of Address**  
**CITY (FPO/APO), STATE ZIP-CODE**

From: Commanding Officer, Command Name

To: Defense Information School  
Attn: Photography Workshop Coordinator  
6500 Mapes Rd, Ste. 5620  
Ft. George G. Meade, MD 20755-5620

Subj: RECOMMENDATION (Rank) (Name), (Service)

Ref: (a) DINFOS DoD WMPW Announcement Dated \_\_\_\_\_.

Encl: (1) Compact Disc containing 12-20 images

1. In accordance with reference (a), enclosure (1) is forwarded strongly recommending selection.
2. (One paragraph endorsement founded on nominee's performance and history in the photojournalism career field).
3. Command point of contact is (Rank/Name), (include phone, DSN, and email address).

Signature